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ABSTRACT

This guide provides a description and step-by-step instructions for the use of "Newsroom," a desktop-publishing program for the Apple II series of microcomputers produced by Springboard Software Inc. Based on the 1984 version of the program, this two-hour exercise focuses on the design and production of a newsletter with text and graphics in a school environment. The user learns to create a banner, enter and edit text, and select and incorporate in the text clip art from the more than 600 graphics included in the package. Instructions are also provided for laying out and printing the newsletter. A glossary of newsletter and computer terms, a drawing of the main menu screen, samples of the clip art, a sample newsletter, and a list of the materials needed are included. (RP)

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An Exercise in Desktop Publishing: Using the "Newsroom"

Sebastian F. Kiteka

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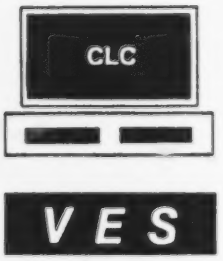

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AN EXERCISE IN DESKTOP PUBLISHING: USING THE "NEWSROOM"

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COMPUTER LITERACY CENTER
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What You Will Read About

What is the "Newsroom"?

How can you create and box a "banner"?

How can you type and save panels of text?

What is the newsroom "photography" process?

How can you make a layout?

How does the newsroom "press" operate?

What is the "wire service"?

Key Terms

A glossary is at the end of the article. Following are terms that you will become familiar with:

- banner
- clip art
- cursor
- desktop publishing
- font
- icon
- menu
- modem
- option
- serif

Materials Needed

- Apple IIc or IIe personal computer (64K) with at least one disk drive
- "Newsroom" software
- four data disks
- printer

Newsroom main menu screen

Icons

Clip art

Disk

Flip

Camera

Crayon

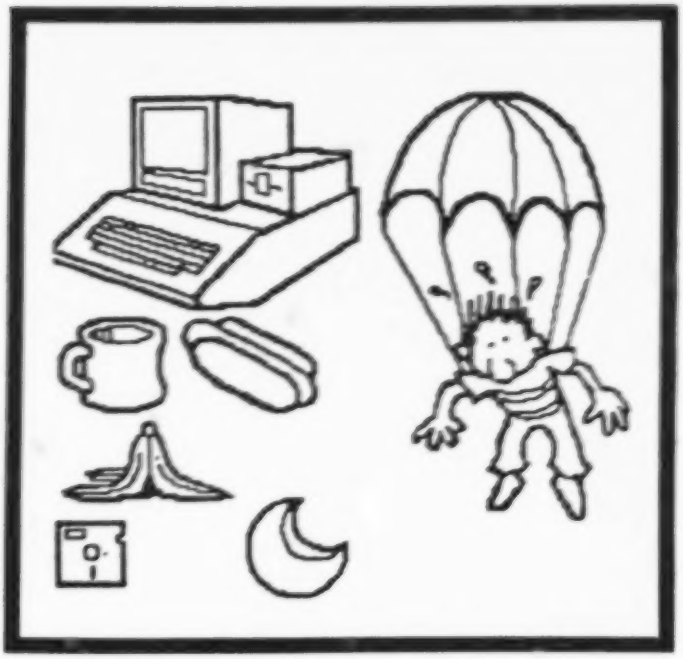
MENU

Magnifying glass

OOPS

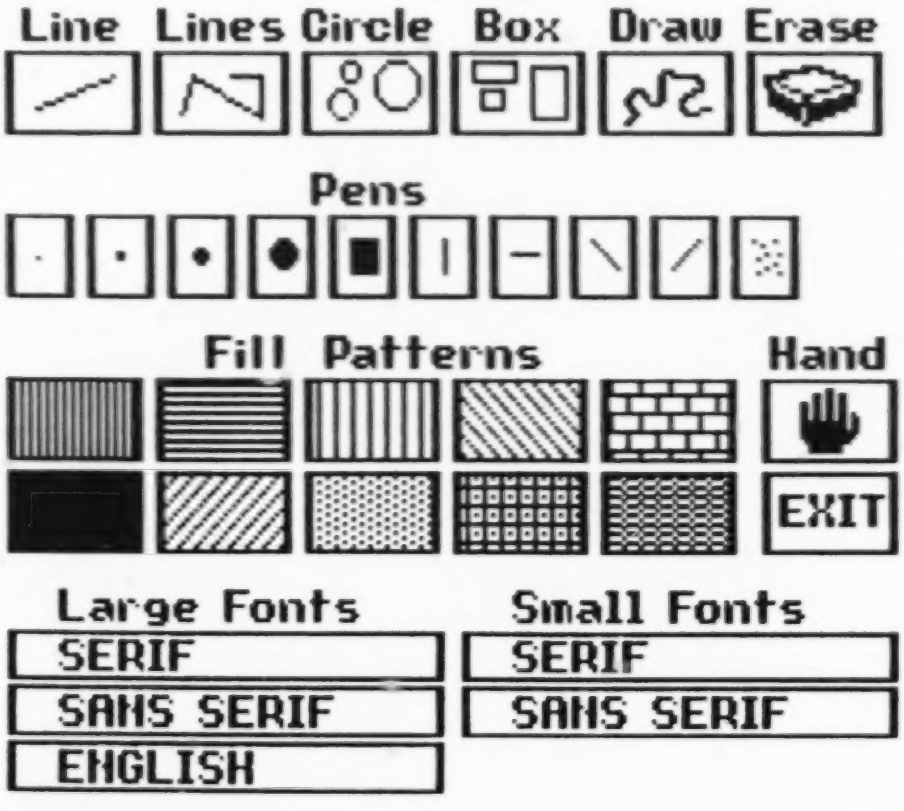
Garbage can

EXIT



MISC 3 clip art

Graphic tools



Sample newsletter

Banner

THE NEWBERRY Q&A COMPUTER SERVICE

PAN1

Can I use the Newsroom on my Apple IIc?

Yes. Just tell your vendor you want the Newsroom for the Apple II series. It's available for the IBM PC and compatible computers, too.

PAN2

I heard that there is a new version of Oregon Trail. Is it as good as the old version?

The new version is improved. It has great graphics and makes it harder to get to Oregon.

PAN3

Why doesn't the Apple II series have a fan?

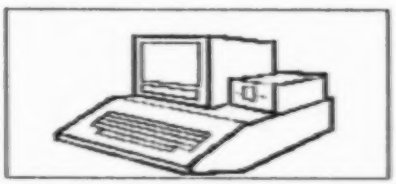
The Apple IIc & IIe don't have enough chips to cause heat. I'd recommend a system saver for the Apple IIc if you want to add boards to your system.

PAN4

Is buying computer equipment and software by mail order risky?

No, just make sure that there is support near you if your equipment needs to be repaired. Saving bucks when shopping by mail order is good but...

PAN5



PAN6

I can't make up my mind whether to buy a PC or an AT computer! What should I buy?

The 8088-based PC is on its way to obsolescence. I'd get an AT with 1.2MB and 360KB disk drives. You won't regret it.

AN EXERCISE IN DESKTOP PUBLISHING: USING THE "NEWSROOM"

by Sebastian F. Kiteka

The "Newsroom," created by Springboard Software Inc., is a desktop-publishing program for the Apple II series of computers. Although the software isn't capable of producing the Washington Post, it is a valuable tool for creating a variety of small-scale publications that combine text and graphics.

The newsroom program was designed for professional writers' use, but it is well suited for the school environment. English and journalism classes are obvious places to put the newsroom to work, but it also can be used throughout the school to produce posters, announcements, newsletters, and newspapers. A feature that distinguishes the newsroom program from other text processors is its clip art: More than 600 graphics are included in the package.

The "Newsroom" is just one of many desktop-publishing programs. It is not flawless. Many users have trouble understanding its documentation and find the editing process cumbersome. Despite these weaknesses, however, the newsroom is a powerful and inexpensive desktop publisher.

The following exercise, using the 1984 version of the program, is designed to help you master the newsroom. The goal is to produce a newsletter with text and graphics. In a step-by-step method, you will learn how to create a banner, enter and edit text, and take photographs. Then you will lay out the newsletter and publish it. The exercise should take about two hours to complete.

To start off, label your data disks as follows: banner, panel, photo, and page. Keeping separate disks will help you avoid any confusion that may result from mixing these elements on a single disk.

A note: When you are instructed to press the open-apple key, you may press the closed-apple key instead. These keys serve the same purpose in the newsroom. Do not press the return key in place of the open-apple or closed-apple key.

Creating a Banner

Step 1:

Boot the newsroom master disk so that you see the main menu and its six options: **BANNER, PHOTO LAB, COPY DESK, LAYOUT, PRESS,** and **WIRE SERVICE.** **BANNER** enables you to create a nameplate, or flag, for your newsletter featuring text and graphics.

Select the **BANNER** option. If the cursor is at **PHOTO LAB**, use the down-arrow key to move the cursor to the word **BANNER**, which will blink when the cursor reaches it. Press either the open- or closed-apple key. You will see an inverse rectangle in the middle of the screen and seven icons on the left side of the screen:

The **clip art** icon (a rectangle with a face) allows you to select graphics from the clip art disk.

The **flip** icon (two arrows) lets you flip pieces of clip art.

The **crayon** icon creates the Graphic Tools window.

The **magnifying glass** icon enlarges or reduces graphics.

The **garbage can** icon lets you "throw away" what's on the screen.

The **disk** icon allows you to load and save your work.

The **menu** returns you to the Newsroom Menu.

The icons below are not shown on the screen, but you will meet them shortly:

The **oops** icon lets you undo what you just did.

The **exit** icon returns you to the previous screen.

The **camera** icon lets you take pictures of clip art items.

Step 2:

To select clip art for the banner, refer to the newsroom documentation. On page 77, you'll see that the floppy-disk clip art used in the exercise sample is on the clip art disk, side B, under MISC 3.

Insert side B of the clip art disk into drive 2. Use an arrow key to select the **clip art** icon. Press the open-apple key.

You will see the Load Clip Art Menu. Note the inverse bar at the top of the screen. Use the down-arrow key until the inverse bar reaches MISC 3. Press the open-apple key.

Step 3:

The screen displays the floppy disk, computer, and other graphics and the **clip art** and **exit** icons. The cursor has turned into a hand symbol. Use the arrow keys to move the cursor until it is on the floppy disk. Press the open-apple key to select the floppy disk for your banner. You should see the previous screen with the floppy disk somewhere on it.

Step 4:

Use the arrow keys to move the floppy disk to the inverse rectangle, which will become your banner. Position the disk as it is in the sample banner.

Step 5:

Press the closed-apple key to tell the system that the floppy disk is positioned properly. Press the left-arrow key until the hand symbol turns into an arrow outside the banner.

Step 6:

Now you can choose the font type and size for the banner text. Select the **crayon** icon (graphic tools) and press the open-apple key. Select the fourth pen from the left and press the closed-apple key.

Move the cursor to FILL PATTERNS and select the first block in the second row on the left. Press the closed-apple key.

Move the cursor to LARGE FONTS and select SERIF. Press the closed-apple key. To exit, select the **EXIT** option and press the open-apple key.

Step 7:

You will now see the floppy disk on the banner. Refer to the sample banner and place the cursor where "COMPUTER" appears. Note that the cursor has changed into a black rectangle.

Step 8:

Press the open-apple key. Type "COMPUTER SERVICE" and press the open-apple key.

Align the cursor above the "C" in "COMPUTER." Press the open-apple key and type "THE NEWBERRY Q&A." Press the open-apple key to signal the end of text insertion.

Press the left-arrow key to move the cursor to the icon area.

A note: If you make a mistake and want to redo the banner, move the cursor to the icon area. Select the **garbage can** and press the open-apple key twice. Your work will be erased and you can start again.

Step 9:

To separate the banner from the content area, let's box it. Select the **crayon** icon and press the open-apple key. When the Graphic Tools Menu appears on the screen, select BOX and press the closed-apple key.

Move the cursor to PENS, and select the second pen from the left. Press the open-apple key.

Move the cursor to EXIT and press the closed-apple key.

Using the right-arrow key, position the cursor (now a pen tip) at what will be the lower-left corner of the box. Refer to the sample for placement.

Press the closed-apple key. Press the right-arrow key and hold it until you have drawn the box's bottom line.

Press the up-arrow key and hold it until the height reached resembles the sample.

You have completed setting the box's dimensions. Press the closed-apple key again. Watch the screen as the computer draws the box.

Step 10:

To save the banner, replace the clip art disk in drive 2 with the banner disk.

Use the left-arrow key to move the cursor from the banner. Select the **disk** icon. Press the open-apple key.

A screen with three options should now appear on the screen. Use the arrow key to select the SAVE BANNER option. Press the open-apple key. When prompted for a name, type "BAN1" and press the return key.

Your banner is now saved onto the disk in drive 2. The banner will remain on the screen.

Step 11:

Select the **menu** icon and press the open-apple key twice to return to the Newsroom Menu.

Creating Panels

The **COPY DESK** is used to create panels for your newsletter or newspaper. Let's create some panels for "The Newberry Q&A Computer Service" newsletter.

Step 1:

Select the **COPY DESK** option and press the open-apple key. You should see an inverse screen, on which you will type the newsletter content, and the following icons:

font enables you to select a font,

eraser erases the contents of the work area, and

garbage can, **disk**, and **menu**.

Step 2:

Select the **font** icon and press the open-apple key. Move the cursor to SERIF and press the open-apple key.

A note: There is no visible indication of your font selection. The system keeps your choice in its memory.

Step 3:

To type, move the cursor inside the inverse screen where it will become a hand symbol. Move the hand to the top left of the screen until it becomes a block. Press the open-apple key. Indent one space and type the text labeled "PAN1" on the sample newsletter.

To delete a character, place the cursor over it and press the delete key.

Step 4:

To save the panel, press the open-apple key. Use the left-arrow key to move the cursor away from the panel area and to select the **disk** icon. Press the open-apple key.

Insert the panel disk in drive 2. (A note: If your newsroom disk is set up for one disk drive, insert the panel disk in drive 1).

Use the arrow key to select SAVE PANEL. Press the open-apple key.

At the name prompt, type "PAN1." Press the return key.

Step 5:

Select the **eraser** icon and press the open-apple key twice. This will clear the panel area so that you can type the next panel's content.

Repeat steps 3 through 5 until you have typed and saved all five text panels.

Select the **menu** icon and press the open-apple key twice to return to the Newsroom Menu.

Using the Photo Lab

Step 1:

At the Newsroom Menu, select the **PHOTO LAB** option and press the open-apple key. The screen looks like the copy desk but it has an additional icon, a **camera.** We will use it to "photograph" a computer.

Step 2:

Remove the panel disk from drive 2 and replace it with side B of the clip art disk. Select the **clip art** icon; press the open-apple key.

Step 3:

Press the down-arrow key to select MISC 3. Press the open-apple key. The screen will show the MISC 3 clip art. Move the hand to the computer until it touches. Press the open-apple key.

The screen will show just the computer. Use the arrow key to position the computer in the center of the panel. Press the closed-apple key to drop it. Move the cursor, now a hand symbol, to the icon area.

Step 4:

Next, box the computer as is illustrated in the sample. Refer to **Banner, Step 9**, pp. 3-4, for instructions.

Step 5:

Now take a picture of the boxed computer. Move the cursor to the icon area and select the **camera** icon. Press the open-apple key, which will make the **camera** icon blink. Move the cursor inside the panel; the cursor will turn into a "+" symbol.

Make a frame that encloses the boxed computer. Position the "+" symbol just outside the bottom-left corner of the box. Press the right-arrow key to move the "+" just past the bottom-right corner of the box. Press the up-arrow key until the "+" is just above the top-right corner of the box.

To take a picture, press the open-apple key once. The frame will darken for two seconds, then flash. The cursor will become a hand symbol again.

Use the arrow keys to move the hand to the icon area.

Step 6:

To save your photo, place the photo disk in drive 2. Move the cursor to select the **disk** icon and press the open-apple key. Select the **SAVE PHOTO** option and press the open-apple key.

At the name prompt, type "PHOTO1" and press the return key.

Select the **menu** icon and press the open-apple key twice to return to the Newsroom Menu.

Copying a Photo to a Panel

Step 1:

To include a photo in a panel, you must first copy it. To do so, select the **COPY DESK** option. When the blank screen appears, select the **disk** icon. Press the open-apple key.

Select LOAD PHOTO. The screen will display the Load Photo Menu. Use the down-arrow key to select "PHOTO1." Press the open-apple key.

The screen will display the frame you used to take a picture of the boxed computer. This frame will help you position the photograph in a panel.

Step 2:

Use the arrow keys to center the frame in the panel. Press the open-apple key.

The boxed computer will appear on the screen.

Use the arrow keys to move the hand cursor to the icon area.

Step 3:

To save the panel, replace the photo disk with your panel disk and select the **disk** icon. Press the open-apple key.

Select SAVE PANEL and press the open-apple key. At the name prompt, type "PAN5" and press the return key.

This concludes the process of copying a photo into a panel. Select the **menu** icon and press the open-apple key twice to return to the Newsroom Menu.

Laying Out the Newsletter

The **LAYOUT** is used to combine all the elements of the newsletter.

Step 1:

Select the **LAYOUT** option and press the open-apple key. The screen will display four options. Select the first one, LAYOUT PAGE WITH BANNER, and press the open-apple key.

Step 2:

The screen will display paper sizes. Select 8-1/2 x 11 and press the open-apple key.

Next, the screen will display the newsletter layout: a banner and six panels.

Step 3:

Select the banner by pressing the open-apple key. The banner area will display three options.

Because you saved a photograph, the panel disk is in drive 2. Replace the panel disk with the banner disk. Select the NEW DISK option. Press the open-apple key.

Three options will be displayed: Your banner, "BAN1," is the first option.

Step 4:

Select "BAN1" and press the open-apple key.

Move the cursor to the top-left layout panel. Replace the banner disk with your panel disk and press the open-apple key. A file list will appear. Select "PAN1," the first text panel, and press the open-apple key.

To fill in the remaining panels, refer to the sample and repeat this procedure: Use the arrow key to select a layout panel. Press the open-apple key. At the file list, press the down-arrow key to select the appropriate "PAN." Press the open-apple key.

A note: PAN5, the photo panel, comes after PAN6 in the file list.

Step 5:

To save the layout, replace the panel disk with the page disk. Use the down-arrow key to select the SAVE option. Press the open-apple key.

Title the layout "PAGEONE" and press the return key. When instructed to insert the page disk in drive 2, press the open-apple key because you have already inserted it there.

Insert the banner disk in drive 1 and press the open-apple key. The computer will move "BAN1" to the page layout disk.

When the banner has been moved to the page disk, you will be instructed to place the panel disk in drive 1. Do so and press the open-apple key.

When all the panels have been automatically moved to the page disk, select the **menu** icon and press the open-apple key.

Insert the photo disk when asked to do so. Press the open apple key.

At the page-layout screen, use the down-arrow key to select the MENU option. Press the open-apple key.

At the Page Layout Menu, select the MENU and press the open-apple key.

When prompted to do so, insert the Newsroom program disk in drive 1 and press the open-apple key. Your layout is completed and you will be returned to the Newsroom Menu.

Printing Your Newsletter

The **PRESS** option sends your final product to the printer. Before proceeding, make sure that your computer is connected to a printer that is turned on.

Step 1:

Select the **PRESS** option and press the open-apple key. A six-option menu will appear on the screen.

Step 2:

Select PRINT PAGE and press the open-apple key.

You will be instructed to insert the page data disk, which is already in drive 2. Press the open-apple key. (A note: If your software is set up differently, insert the page disk into the appropriate disk drive).

Step 3:

A three-option menu will be displayed on the screen. Select PAGEONE and press the open-apple key.

When instructed to insert a letter-size paper in your printer, do so and press the open-apple key.

If you saved the page layout, the newsletter will print without any pauses.

If you did not save your page layout, you will be requested to insert your banner and panel disks so the system can retrieve their contents.

Step 4:

Select MENU and press the open-apple key to return to the Newsroom Menu.

Congratulations! You have completed the exercise and are ready to work in the newsroom.

The Wire Service

The final Newsroom Menu selection is **WIRE SERVICE**, which enables you to send your work over telephone lines via a modem. We will not use the wire service in this exercise. Refer to the documentation for more information about this feature.

Glossary

banner: publication name across the top of the front page; also known as a flag or nameplate.

clip art: ready-made artwork.

cursor: an on-screen indicator that may appear as an arrow to select icons, a hand to move things, a blinking box to frame things, a drawing shape to do artwork, or a block to enter or edit text.

desktop publishing: the process of producing materials in publishable form by using a personal computer and a sophisticated page-layout program capable of manipulating text and graphics.

font: all the characters of one type size and style.

icon: in the newsroom program, a symbol that represents a computer function.

menu: a on-screen list of computer functions that may be selected by the user.

modem: a device that enables a computer user to send and receive information over telephone wires.

option: in the newsroom exercise, the six main menu selections: banner, photo lab, copy desk, layout, press, and wire service.

serif: a fine line that finishes the main strokes of a letter (e.g., the top and bottom of Y). Type without this feature is called sans serif.